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ABSTRACT

This learning activity package is designed to help the learner understand classes in apprenticeship-related instruction. Three units address what happens in apprenticeship classrooms, what should not be done in apprenticeship classrooms, and how to do one's best in an apprenticeship classroom. Each unit discusses problems that many students have in the classroom and each unit contains some or all of these components: objectives, considerations to think about while the learner completes the unit, informational material, activity or activities, and considerations to think about when the learner completes the unit. A supplement to unit 3 provides a point-by-point explanation of good study habits and a list of resources for additional help concludes the document. (YLB)

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APPRENTICESHIP
A PARTNERSHIP

A Learning Activities Package about The Apprenticeship Classroom

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Prepared by the
Apprenticeship Related Instruction Staff

Office of Adult and Community Education
Fairfax County Public Schools

Funded by a grant from the
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the Virginia State Department of Labor and Industry

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THE

APPRENTICESHIP CLASSROOM

A

LEARNING ACTIVITY PACKAGE

Prepared by the

Apprenticeship Related Instruction Staff
Office of Adult and Community Education
Fairfax County Public Schools

September, 1991

Funded by

Virginia State Department of Education in cooperation with
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INTRODUCTION

Welcome to the apprenticeship classroom. This package will help you understand classes in apprenticeship related instruction. Then you can learn a trade more easily. Each unit will discuss problems that many students have in the classroom. Knowing about the problem will help you solve it. First, you need to find out which items will give you the most trouble.

This package contains 3 units. Think about what you learn in one unit before you start the next unit.

This is your copy. You can write on the pages. Write questions on the pages or draw a line under things that you want to ask about.

If you need help on a unit, please ask a friend, relative, teacher, someone on the apprenticeship staff, or coworker. We have many ways to help you.

If you have trouble doing the activities in this package, you most likely will have difficulty in the apprenticeship classroom. You should consider taking adult education classes in basic math, reading, or English as a Second Language (ESL) classes before enrolling in apprenticeship classes.

UNIT ONE

WHAT HAPPENS IN APPRENTICESHIP CLASSES

WHAT HAPPENS IN APPRENTICESHIP CLASSES

OBJECTIVE: When you finish this unit you should know:

- What class will be like
- What is different about apprenticeship classes

THINGS TO THINK ABOUT WHILE YOU COMPLETE THIS UNIT

When you know what the class will be like, you will feel more comfortable about being there. When you are comfortable, it is easier for you to listen to what the teacher is saying.

APPRENTICESHIP CLASSROOMS

Apprenticeship classrooms are different from classrooms in high school. Classrooms are different in each town or city. Put an X in the [ ] in front of each of the sentences below if the sentence describes something that you or the teacher can do in class.

[ ] 1. Students can and should ask questions in class.

[ ] 2. Students can come to class dressed in casual clothes.

[ ] 3. Students can come into class late, if they do it quietly.

[ ] 4. Students can tell the teacher about a teacher's error.

[ ] 5. Students sometimes come to class right after work without taking a bath or shower.

[ ] 6. Students can ask the teacher to repeat something they did not understand.

[ ] 7. Students might have homework assigned after every class or only after some classes.

[ ] 8. Students can ask the teacher questions after class.

[ ] 9. Classes have male and female students.

[ ] 10. Students are expected to study again things that they got wrong on a test without being told to by the instructor.

[ ] 11. Groups of words are often shortened by using only the first letter of each word. (For example, Heating, Ventilation, and Air Conditioning is shortened to HVAC; and National Electric Code is shortened to NEC.)

[ ] 12. Students can sometimes work together to get an answer to a problem given in class.

[ ] 13. It is OK to ask for an explanation of a question on a test.

[ ] 14. Sometimes students can bring a tape recorder to class.

[ ] 15. You must attend class to get the best grade possible.

[ ] 16. Sometimes students can ask or answer questions without raising their hands first.

[ ] 17. The teacher spends a lot of time talking to the class.

[ ] 18. Teachers sometimes tell jokes in class; sometimes class is not formal.

[ ] 19. Teachers can be male or female.

[ ] 20. Teachers sometimes touch a student on the arm or shoulder.

[ ] 21. Teachers often move their hands and arms while talking.

[ ] 22. Teachers sometimes call the student by their last name only; they just say "Lopez". Or the teacher may use the student's first name only; they just say "Maria".

[ ] 23. Some teachers like to be called by their formal names (Mrs. Jones); other teachers prefer being called by their first names (Bill).

All of the sentences above describe things you sometimes find in an Apprenticeship class. Some of them may not seem proper. They are written here because sometimes even things that seem impolite will happen in the classroom. These sentences are about classes for adults. Classes for children are sometimes different.

Scoring: Count the number of sentences you have marked with an [x].

If you marked more than 18 sentences, you probably will not be surprised or upset by what happens in the class. If you marked 10-17 sentences, you should be aware of some surprises. If you have marked less than 10 sentences you should reread the second part of this unit on page 5 and think about the descriptions. Apprenticeship classes are very different from what you are expecting. If you know what to expect, you will be more successful.

Apprenticeship classes are relaxed. Students can and should ask questions. Apprenticeship classes include student participation (discussion).

EXPLANATION

The statements from the first part of this unit are repeated here. After each statement is an explanation of the statement.

1. **Students can and should ask questions in class.**

   Teachers want students to ask questions. Questions tell the teacher what the students did not understand. Questions from the students add variety to the class.

2. **Students can come to class dressed in casual clothes.**

   Apprenticeship classes are relaxed. Students do not need to wear suits or dresses. Casual clothes are comfortable. Casual clothes allow the students to be comfortable in class.

3. **Students can come into class late, if they do it quietly.**

   Apprenticeship teachers know that adult students sometimes have to work late. The student who comes to class late can learn more than the student who misses the whole class. After class, or at break, the late student should ask about what was missed.

4. **Students can tell the teacher about a teacher's error.**

   Teachers sometimes make errors. Errors can confuse students. Teacher errors need to be corrected quickly.

5. **Students sometimes come to class right after work without taking a bath or shower.**

   Apprenticeship classes are for working adults. Work schedules may not allow the student enough time to take a bath before coming to school. Teachers and other students need to understand that getting to class is more important than taking a bath.

6. **Students can ask the teacher to repeat something they did not understand.**

   Teachers want to repeat things that students do not understand. Teachers need to know which things to repeat.

7. **Students might have homework assigned after every class or only after some classes.**

   Teachers may not tell you each night what you should do for homework. Many teachers give the students a list of topics to be covered in class. These teachers want the students to study the next lesson on the list. Other teachers may feel homework is not needed for the next class.

8. **Students can ask the teacher questions after class.**

   Many teachers will answer students' questions after class. This the best time to ask question about other lessons.

9. **Classes have male and female students.**

   Apprenticeship classrooms are open to anyone wanting to learn the related instruction of the trades. Both men and women are encouraged to come to class. Both males and females will be in the same classroom together.

10. **Students are expected to study again things that they got wrong on a test without being told to by the instructor.**

    Apprenticeship teachers do not have enough class time to repeat each topic until each student learns it. Tests tell the teacher when most students have learned the topic. Tests tell the students what they need to study more.

11. **Groups of words are often shortened by using only the first letter of each word. (For example, Heating, Ventilation, and Air Conditioning is shortened to HVAC; and National Electric Code is shortened to NEC.)**

    Fairfax County Public Schools is shortened to FCPS and the United States of America is shortened to USA.

12. **Students can sometimes work together to get an answer to a problem given in class.**

    Some teachers let students work together in class. Students working together will learn from each other. Students will explain things to each other using different words than the teacher used. Hearing things many different ways gives the student the best chance to learn.

13. It is OK to ask for an explanation of a question on a test.

Errors happen on tests. Sometimes words are missing. Sometimes teachers use a test they did not write. If you do not understand the question, you cannot show that you know the answer. Test questions should test to see if you know an answer. Test questions should not test to see if you can figure out the question.

14. Sometimes students can bring a tape recorder to class.

Different schools have rules about what is permitted in class. Many teachers will let you record their class if the school system permits it. Students are not permitted to record filmstrips, videos, or other prerecorded information presented to the class.

15. You must attend class to get the best grade possible.

Grades should be based on more than just test scores. Classroom discussions are helpful to everyone in the classroom. Classroom discussions let everyone hear more about a topic. Students who miss class also miss the discussions and the chance to earn credit for the discussions.

16. Sometimes students can ask or answer questions without raising their hands first.

Each apprenticeship teacher is allowed to make some of the classroom rules. Many teachers relax some of the standard classroom rules out of respect for their adult students. You may be allowed to speak out in class without being chosen to speak.

17. The teacher spends a lot of time talking to the class.

Most apprenticeship teachers use talking to present each lesson. Videos, group discussions, worksheets, and student activities, are not used very often in some classes.

18. Teachers sometimes tell jokes in class; sometimes class is not formal.

Apprenticeship classrooms are sometimes relaxed. The teacher knows the students have worked hard all day. Telling a joke can help the students forget the troubles from work for a while and get ready to focus on the lesson to be taught.

19. Teachers can be male or female.

Apprenticeship teachers are chosen based upon training, talent, and experience. Some classes are taught by men; others are taught by women.

20. Teachers sometimes touch a student on the arm or shoulder.

The teacher may want the student to look up, to listen to what is being said, to answer a question, to stop talking, or to stop making a disturbance.

21. Teachers often move their hands and arms while talking.

Teachers move their arms to show how something is done, or to help explain what is being said. Much of the time, the movements do not mean anything.

22. Teachers sometimes call the student by their last name only; they just say "Lopez". Or, the teacher may use the student's first name only; they just say "Maria".

Many apprenticeship teachers do not want their classes to be too formal. They do not like to use Mr. or Mrs. when they speak to a student.

23. Some teachers like to be called by their formal names (Mrs. Jones); other teachers prefer being called by their first names (Bill).

Apprenticeship teachers might tell their students to call them by their first name. Use Mr. or Mrs. or Ms. and their last name unless your teacher tells you to call him or her something else.

UNIT TWO

WHAT SHOULD NOT BE DONE IN APPRENTICESHIP CLASSROOMS

WHAT SHOULD NOT BE DONE IN APPRENTICESHIP CLASSROOMS

OBJECTIVE: When you finish this unit you should know:

- Some things that should not be done in the classroom
- That you will feel more comfortable

AN APPRENTICESHIP CLASSROOM STORY

In the story below, underline the things that you should not do in a classroom.

A. The electrical apprenticeship class usually starts at 6:30 PM, but it's already 6:45 and the students are still in the hall. Joe asks Bob, " May I have a cigarette?" Bob says, "No. This is my last one, and I need it so the teacher can't tell I had a few beers before class. Maybe Mary has some." Joe sees Mary, but he does not ask her for a cigarette because she is busy trying to get her baby to stop crying.

Compare the items that you underlined with the items underlined on the next page.

Compare the things you underlined with the things underlined here. An explanation for each problem is listed below.

A. The electrical apprenticeship class usually starts at 6:30 PM, but it's already 6:45 and the students are still in the hall. Joe asks Bob, "May I have a cigarette?" Bob says, "No. It's my last one, and I need it so the teacher can't tell I had a few beers before class." Maybe Mary has some." Joe sees Mary, but he doesn't ask her for a cigarette because she is busy trying to get her baby to stop crying.

EXPLANATION

1. The electrical apprenticeship class usually starts at 6:30 PM, but it's already 6:45 and the students are still in the hall.

   PROBLEM: Taking your seat in class on time.

   All students should arrive at least five (5) minutes before class is scheduled to start. Each student should take his/her seat in class and quietly wait for the teacher to begin.

2. Joe asks Bob, "May I have a cigarette?"

   PROBLEM: Smoking a cigarette or chewing tobacco in the classroom or hall.

   Tobacco products are NOT permitted in schools. (No cigarettes, No Cigars, No snuff, No chewing tobacco, No pipes.)

3. Bob says, "No. It's my last one, and I need it so the teacher can't tell I had a few beers before class."

PROBLEM: Coming to class after drinking alcoholic drinks.

Alcohol is a legally restricted substance. Alcohol is not permitted at any school function in any way. Drinking alcohol before class is not permitted.

4. Joe sees Mary, but he doesn't ask her for a cigarette because she is busy trying to get her baby to stop crying.

PROBLEM: Bringing a child to class with you.

Apprenticeship classes are for adults only. No one under 18 years old is allowed in class without special permission from school administrators.

Now read the next story. Look for things that should not be done in class. Put a line under the things you find that should not to be done in class.

B. Last week Mike borrowed $10 from Bob, and he told Bob he would return it when the class met again. At the next class, Bob asked Mike for the money, and Mike said he didn't have it. Bob yelled at Mike, and Mike punched Bob in the face.

Compare the story above with the one on the following page.

Compare the things you underlined with those things underlined here. An explanation for each problem is listed below.

B. Last week Mike borrowed $10 from Bob, and he told Bob he would return it when the class met again. At the next class, Bob asked Mike for the money, and Mike said he didn't have it. Bob yelled at Mike, and Mike punched Bob in the face.

EXPLANATION

5. Bob yelled at Mike, and Mike punched Bob in the face.

   PROBLEM: Fighting in the class or on school property.

   Loud arguments and physical fighting are not permitted by school policy.

Now read the next story. Look for things that should not be done in class. Put a line under the things you find that should not to be done in class.

C. One night the teacher gave the students a surprise test. Ellen didn't understand one of the questions on the test, so she asked another student, Sue, to help her. Sue told Ellen, "Just say the answer is 'C'." After the test was over, the teacher told the students to read their books for a while so he could grade everyone's tests. Charlie asked the electricity teacher a question about air conditioners. The teacher answered Charlie's question and told him to keep reading from the textbook.

Compare the story above with the one on the following page.

Compare the things you underlined with those things underlined here. An explanation for each problem is listed below.

C. One night the teacher gave the students a surprise test. Ellen didn't understand one of the questions on the test, so she asked another student, Sue, to help her. Sue told Ellen, "Just say the answer is 'C'." After the test was over, the teacher told the students to read their books for a while so he could grade everyone's tests. Charlie asked the electricity teacher a question about air conditioners. The teacher answered Charlie's question and told him to keep reading from the textbook.

EXPLANATION

6. Ellen didn't understand one of the questions on the test, so she asked another student, Sue, to help her.

   PROBLEM: Talking to another student during class, and asking another student to about test questions.

   Do not talk to other students while you are taking a test. The teacher is the only person you should talk to in class. Asking a fellow student will disturb that student and others nearby. Raise your hand and ask the teacher. Asking the teacher lets everyone get a better understanding of question.

7. Charlie asked the electricity teacher a question about air conditioners.

   PROBLEM: You can ask questions that are about other subjects.

   Questions about other subjects interrupt the teacher and confuse other students, and wastes classroom time that is meant for the scheduled topic.

Now read the next story. Look for things that should not be done in class. Put a line under the things you find that should not to be done in class.

D. Kenneth gave the teacher a small bookshelf he had made. Kenneth told his teacher, Kathy, that he hated his boss. He asked Kathy if she knew of anyone who was looking for an electrician.

Compare the story above with the one on the following page.

Compare the things you underlined with those things underlined here. An explanation for each problem is listed below.

D. Kenneth gave the teacher a small bookshelf he had made. Kenneth told his teacher, Kathy, that he hated his boss. He asked Kathy if she knew of anyone who was looking for an electrician.

EXPLANATION

8. Kenneth gave the teacher a small bookshelf he had made.

PROBLEM: You can offer the teacher money or gifts.

The apprenticeship teachers are paid for teaching you and the class. They are not allowed to take money or gifts from the students. Someone might think that the money or gifts influenced the teacher to give the student a better grade.

9. He asked Kathy if she knew of anyone who was looking for an electrician.

PROBLEM: You can ask the apprenticeship teacher for help getting a job.

Apprenticeship instructors are NOT allowed to help students get a job. Apprenticeship is teachers, employees, and the employer working together to develop a larger, better trained workforce. Employers will not support apprenticeship training if they have to worry about their employees finding other jobs while they are supposed to be learning the trade.

Now read the next story. Look for things that should not be done in class. Put a line under the things you find that should not to be done in class.

E. Donald came back from break 15 minutes late eating a hamburger. He asked Abdul, "Do you want to join us in the parking lot after class? I picked up a sixpack of beer during break." Twenty minutes later, Richard grabbed his coat and books and started to walk out. Bryan said, "Richard, where are you going?" Richard said, "I'm bored. I'm getting out of here." Bryan said, "Good idea. I can always ask the teacher next week what I missed." Richard and Bryan left the room.

Compare the story above with the one on the following page.

Compare the things you underlined with those things underlined here. An explanation for each problem is listed below.

E. Donald came back from break 15 minutes late eating a hamburger. He asked Abdul, "Do you want to join us in the parking lot after class? I picked up a sixpack of beer during break." Twenty minutes later, Richard grabbed his coat and books and started to walk out. Bryan said, "Richard, where are you going?" Richard said, "I'm bored. I'm getting out of here." Bryan said, "Good idea. I can always ask the teacher next week what I missed." Richard and Bryan left the room.

10. Donald came back from break 15 minutes late eating a hamburger.

    PROBLEM: Coming back to class late after taking a break.

    Students who return to class late disrupt the rest of the class. Students who take long breaks miss valuable instruction time.

11. Donald came back from break 15 minutes late eating a hamburger.

    PROBLEM: Eating or drinking in the classroom.

    School policy does not permit any eating or drinking in the classrooms. Eat and drink in the cafeteria or outside.

12. I picked up a sixpack of beer during break."

PROBLEM: Drinking alcoholic drinks in your car after class.

Alcoholic drinks must not be brought onto school. People who want alcoholic drinks must leave the school property. People with alcohol on school property may be banned from returning to that school.

13. I'm getting out of here."

PROBLEM: Leaving the classroom during class.

All students are expected to attend the class as scheduled. Students should only leave the classroom when the teacher lets the whole class out.

SUMMARY

Apprenticeship students must obey all the school policies regarding conduct at school. Students who do not follow the rules may not be permitted to finish their classroom training.

UNIT 3

HOW TO DO YOUR BEST IN AN APPRENTICESHIP CLASSROOM

23

HOW TO DO YOUR BEST IN AN APPRENTICESHIP CLASSROOM

OBJECTIVE: When you finish this unit, you should know:

- How you can get a better grade in school

CHECKLIST

Place an X in the [ ] in front of each sentence that is true about you.

[ ] 1. I always read the section of my school book on the topic that will be taught before the teacher teaches it.

[ ] 2. After the teacher talks about a topic, I read about it in my school book again.

[ ] 3. I usually do my homework with a classmate.

[ ] 4. I have someone I can ask when I see a word in my school book that I do not know.

[ ] 5. I do extra homework if it is offered to me.

[ ] 6. I attend all classes as scheduled.

[ ] 7. I make a list of things I need to study more.

[ ] 8. I ask questions in class.

[ ] 9. If I do not understand an answer to my question I ask again for help.

[ ] 10. If I do not understand something after asking twice, I make a note and ask someone at work to explain it.

[ ] 11. I attend all classes of the course I am taking. (I will not skip any classes even if I think I know the subject well enough to pass a test that would allow me to move on to the next level class.)

[ ] 12. I look for special parts of my textbook that contain helpful information (glossary, index, table of contents, appendices, etc.).

Scoring: Count the number of sentences you marked with an X in this unit.

Each of the sentences in this unit tells of a way that will help you to learn more. If you have marked 8 or more sentences with an X, you are prepared to do well in class. You may want to read the explanations of this unit on pages 18-20 to learn more about each of these sentences.

If you marked 5, 6, or 7 sentences with an X, you should be able to pass but you should now read the explanations of this unit on pages 18-20 to learn why these things can help you learn more.

If you marked 4 or fewer sentences with an X, you need to read the explanations of this unit on pages 18-20. They will help you understand why these items are important for your success in the classroom.

It is hard for most students, from all backgrounds, to study. Each good study habit will help you learn more. The more good study habits you use, the more you will learn.

GOOD STUDY HABITS

EXPLANATION

Each of the sentences in Unit 3 are repeated with an explanation below.
Read each of the statements and the explanation that is written below the statement. Think about how you could use each of these study habits when you study.

1. **I always read the section of my school book on the topic that will be taught before the instructor teaches it.**

   As you read, you will find that you have questions about what you are reading. You have learned some things, but not everything from the book. Now you are ready to listen to the instructor explain the topic. You will know part of what is said. That means you can think more about the parts that you did not learn from reading.

2. **After a topic is taught I read about it in my school book again.**

   When ideas are presented well, they are easy to understand and accept. The problem is, you can understand and accept an idea without really learning it. When you have learned an idea, you can use it by thinking about it later. Reading the book again will help you remember everything you thought you learned. Reading about the topic again soon after class will be easier than reading it the first time.

3. **I will do my homework with a classmate.**

   Doing homework with a classmate makes sure that both of you do your homework. It lets each of you spend some time as teacher and student. It helps you to get answers to most of your questions right away because one person will usually know what the other person does not. Two people looking up an answer in a book will find it faster than just one.

4. **I have someone I can call when I come across a word in my school book that I do not know.**

It is important to find the meanings of words related to your work that you do not understand. The words were chosen to explain something. If you do not understand the words, you will not understand what is being explained. The person you ask does not need to be a student or a person working with what you are studying. Most of the words you have trouble understanding will be common words. Another Learning Activity Package called Potentially Proficient Students in the Workplace will help you with words used in the work place.

5. **I will do extra homework if it is offered to me.**

Most learning is done by repeating. The more you do something the better you learn it. If the teacher does not offer you extra homework, ask for old quizzes, special assignments, or sample worksheets. Ask the teacher if there is another teacher teaching the same class who may have some different items you could do for extra study.

6. **I will attend all classes as scheduled.**

Missing a scheduled class wastes your chance to get the teachers explanation. Missing class often means that you lose that learning time. Most students don't make up the lost learning time. Many classes cover a topic that is needed to understand the next topic. Missing one class often means it will be even harder to learn the next lesson.

7. **I will keep a separate list of notes on things I need to study more.**

No one learns everything the first time they cover it. Studying items on your list makes the best use of your study time. The list helps to show you what else you still need to study and gives you an idea of how long it will take.

8. **I will ask questions in class.**

Many students are afraid to ask questions in class. Students worry that the other students will think they have not studied or that they may make the teacher lose face. For every student that asks a question there are other students who have the same question but are afraid to ask. Questions from students help the teacher to know how to help students better.

9. If I do not understand an answer to my question I will ask the question again.

Sometimes a teacher answers a question too quickly. Sometimes the teacher leaves out part of what was meant to be said. Sometimes the teacher uses the wrong word. If the answer confuses you, it probably confuses some of the other students. Let the teacher know that you did not understand the answer. A good teacher will then give the answer again, using different words.

10. If I do not understand something after asking twice, I will make a note and ask someone at work to explain it.

Some teachers and students do not like a question repeated a third time. The teacher needs to cover a lot of material in each class.

Sometimes it is hard to explain something in three different ways. By asking someone at work, you will hear the answer said a little differently.

11. I will take all classes of the course I am in even if I think I know the topic well enough to pass a test that will allow me to move on to the next class.

Many students know a lot about a subject already. This leads many students to think that s/he should skip some of the basic classes. That can cause problems. The basic classes often include a lot of work on vocabulary words used in that type of work. The basic classes also include learning many small things that are part of the job. Knowing how to use tools, materials, and ideas is not the same as knowing what they are called in the workplace. The workplace often uses many different words to mean the same thing, you need to know all of these different words. Basic classes repeat these things often. Basic classes are a good place to learn the many different vocabulary words because they are used often in these classes. The student who already knows the major topic will be free to concentrate on the different words used.

Tests to see if you can skip to a higher class say things only one way. If that one way is the way you know it, you will pass. When you are on the job and it is said another way you will not know what to do. You may know HOW to do everything that is to be done on a job; but, if you do not know WHAT is said, you will not know WHEN to do it.

12. I will look for special parts of my text book that contain helpful information.

Special sections are added to a school book to help the student. Always look at special sections of your books to see how they can help you.

Books have a section in the front called a TABLE OF CONTENTS. The TABLE OF CONTENTS will list the topics covered in the order that they appear in the book. It may list the illustrations, appendices, and other parts to help you.

Many books have a section at the back called a GLOSSARY. The GLOSSARY is like a dictionary. The GLOSSARY will list the meaning of words and phrases used in the book. These meanings are very helpful because only the trade meaning will be listed.

APPENDICES are additional sections sometimes added to the end of your books. A TABLE, CHART, or LIST OF SYMBOLS is an example of special information that you may need, but that does not need to be in the main part of the textbook.

Many books have a section at the back called an INDEX. The INDEX will list topics and words in alphabetical order. It will give you the page number where words or phrases are used. This will help you find things quickly. The index will help you see words used in several different ways.

THINGS TO THINK ABOUT WHILE COMPLETING THIS UNIT

Students often say they do not have enough time to study. The more of these good ways to study that you use the less time you will need to study. The better your study habits, the faster you will learn.

Now go back and mark the items one page 16 that you are willing to do to if you have difficulty learning.

Using these good study habits will help you learn as much as you can.

MORE HELP FOR YOU

The Learning Activity Package, Idioms in the Workplace, will help you understand how words and phrases are used in different ways when you are on the job, as well as in the apprenticeship classroom. To receive a free copy, call 703-506-2300 or write to:

Apprenticeship Office
7510 Lisle Avenue
Falls Church, VA 22043

For information about job openings for apprentices call the Apprenticeship Information Center at 703-813-1387

If you are working in a trade and want to become a registered apprentice, ask your employer to call the Virginia Department of Labor and Industry at 703-691-0351.

If you do well with English but have friends and family who need to study English.

See Classes Etc. or call for information on English as a Second Language classes.....

in English, call (703) 893-1093
in Spanish, call (703) 506-2262
in Korean, call (703) 506-2363
in Vietnamese, call (703) 506-2364
in Farsi, Khmer, and Chinese, call (703) 506-2365